

Administration**General Administration
Policies****Wellness Center****POLICY:**

- .01 The Laboratory provides health promotion services through the Wellness Group (HRD-4). HRD-4 maintains and operates the Wellness Center to provide these services to Laboratory employees and other authorized users. In addition to the main Wellness Center facility, satellite facilities are available at various sites throughout the Laboratory.

SERVICES OFFERED:

- .02 The Wellness Center offers health promotion and physical fitness classes and facilities, including exercise equipment and locker rooms. From time to time, the Wellness Center may also sponsor special health initiatives or other special events.

ELIGIBLE USERS:**Employees**

- .03 All full-time, part-time, and casual employees may use the Wellness Center facilities and participate in Wellness Center classes. Employees who are on leave without pay are not eligible.

Security Inspectors

- .04 The Wellness Center provides a specific program of fitness training for security inspectors to ensure their physical readiness to perform duties consistent with Department of Energy (DOE) and Laboratory requirements. Security inspectors are eligible to use the Wellness Center when participating in established training programs.

DOE Employees

- .05 Employees of DOE's Los Alamos Area Office (LAAO) may use Wellness Center facilities and participate in Wellness Center classes.

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University of California Employees .06 University of California employees are eligible to use the Wellness Center facilities and to participate in Wellness Center classes while on assignment at the Laboratory.

Johnson Controls Employees .07 Employees of Johnson Controls, Inc., are eligible to use Wellness Center facilities and to participate in Wellness Center classes.

HOURS:

Usage .08 Supervisors may approve flextime or personal reschedules to accommodate nonexempt employees who wish to participate in classes or use Wellness Center facilities, if such activities cannot be scheduled outside of normal work hours. (See [AM 326](#).)

Restricted Hours .09 Wellness Center facilities may be closed at designated times for use by specific user populations or for maintenance. Hours of restrictions are posted in advance on electronic and other bulletin boards and in program brochures.

FEES: .10 The Wellness Center may charge fees for exercise and health promotion classes. Users are charged directly for most classes; however, with the prior approval of the appropriate manager, the user's organization may be recharged.

NOTE: Laboratory managers can approve a fee recharge only if the course is job-required or job-related. Job-required and job-related courses are treated as time worked according to the guidelines in [AM 401](#).

Fee Determination .11 Class fees for recharged courses are proposed by the HRD-4 Group Leader and approved by the Controller.

USER RESPONSIBILITIES: .12 Users must be aware of their own health limitations and, if necessary, obtain advice from a physician before participating in an exercise program. The

Wellness Center

Wellness Center staff is available to assist with the design of safe exercise programs. Responsibility for the safe use of Wellness Center facilities, consistent with personal health limitations, rests with the user.

New Users

- .13 To obtain access authorization, new users should report to the HRD-4 Group Office. New users will receive safety information and be asked to complete an Informed Consent for Exercise Participation form before access authorization is granted.

Reporting Injuries

- .14 Users who are injured while using the Wellness Center must report the injury to a member of the Wellness Center staff as soon as possible. Employees who are injured while using the Wellness Center must also report to the Occupational Medicine Group (HS-2) for an evaluation of the injury. *See the Environment, Safety, and Health Manual.*

Failure to Comply

- .15 Users whose unsafe conduct may or does lead to injury of themselves or others may have their Wellness Center privileges revoked or suspended by the HRD-4 Group Leader. In addition, employees are subject to discipline, up to and including termination, for misconduct during Wellness Center use. *See [AM 112](#).*